

Lauralee Zingarelli

Mail Clerk

Profile

I am a Mail Clerk with over 1 year of experience working in an office environment. I have excellent organizational skills and thrive in fast-paced environments. I am able to effectively manage my time and prioritize tasks in order to meet deadlines. My attention to detail ensures that all mail is correctly sorted and delivered accurately. I possess a strong work ethic and take pride in my ability to provide efficient service.

Employment History

Mail Clerk at FedEx, OK

Apr 2022 - Present

- Maintained an error-free mail processing rate of 99.5%.
- Processed an average of 2,500 pieces of mail per day.
- Consistently achieved departmental productivity goals.
- Demonstrated excellent customer service skills by resolving customer inquiries in a timely and efficient manner.
- Maintained a clean and organized work area.

Mail Clerk II at United States Postal Service, OK

Aug 2021 - Mar 2022

- Distributed an average of 500 pieces of mail per day to various departments within the company.
- Processed an average of 200 customer orders per day.
- Managed a team of 5 mail clerks.
- Trained 2 new mail clerks on company procedures.
- Implemented a new organization system for the mail room which increased efficiency by 20%.

Certificates

Certified Mail Clerk

Nov 2020

Certified Postal Worker

Feb 2019

Memberships

National Association of Letter Carriers

American Postal Workers Union

✉ lauralee.zingarelli@gmail.com

☎ (185) 155-3223

📍 W Lakeside Dr, Oklahoma City, OK 73132

Education

High School Diploma at Putnam City High School, Oklahoma City, OK

Aug 2017 - May 2021

I've learned to juggle schoolwork and extracurricular activities, to manage my time wisely, and to study effectively.

Links

[linkedin.com/in/lauraleezingarelli](https://www.linkedin.com/in/lauraleezingarelli)

Skills

Mail Sorting

Package Handling

Shipping and Receiving

Data Entry

Organization

Time Management

Customer Service

Languages

English

Hindi